

## **QUESTION TAKEN ON NOTICE**

**ADDITIONAL ESTIMATES HEARING: 13 FEBRUARY 2012**

IMMIGRATION AND CITIZENSHIP PORTFOLIO

**(AE12/0134) Program: Internal product**

Senator Humphries asked:

Credit Cards: What happens if misuse of a corporate credit card is discovered?

*Answer:*

Department of Immigration and Citizenship

Any unauthorised usage or potential misuse is discussed with the individual and their manager.

Where misuse is determined the employee concerned is required to repay the unauthorised amount.

If a suspected breach of the APS Code of Conduct is identified, the matter is referred to the People Strategy and Services Division's Workplace Relations and Conduct Section for further investigation. The investigation and any ensuing breach and/or sanction is then determined in line with the Department's Code of Conduct procedures.

Merit Review Tribunal and Refugee Review Tribunal

Misuse of a Migration Review Tribunal-Refugee Review Tribunal corporate credit card is treated as possible fraud and/or code of conduct issue.